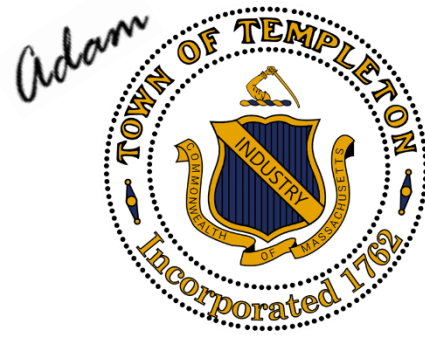


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Assistant Administrator's Weekly Report
DATE: November 14, 2019
CC: All Departments



Important Notice to All Departments

Fall Town Meeting 11/20:

Pls. Note 6 p.m. Start Time!

Business Meeting or Workshop: This is where we provide basic information or expand upon memorandum enclosed in your packet.

Weekly Report: This week has been a busy week especially with meetings such as the 75% Design Plan Meeting, we had with Fuss & O'Neill for Royalston Road. We met with the design engineers and our DPW Director Bob Scozik to go over the design status, wetland replication area options, right of way timeline, the temporary traffic control plan. This project would be fully funded with state and federal dollars if approved to go on the Transportation Improvement Plan which the town would only have to pay for design and right of way. Also, we had a meeting with Paul Bishop from CGR, the Fire Chief, and representatives from Phillipston to discuss the shared fire services study with Phillipston. Time was spent getting all the materials ready for the Capital Planning Committee and the Selectmen meeting on the 13th. We will be attending the Advisory Committee Pre-Town Meeting on 14th. Finally, we sent out the notices signed by the Chairman of the BoS to all the departments to get out to all the boards, committees and commissions they work with or support.

Administration & Finance

Town Accountant: Continued work on reconciling the police details from prior years. Started working on the October monthly reconciliation. Completed the updates to the Budget VS Actual for October and emailed to departments and committees. Warrant and Payroll completed. Nichole continues to work on several insurance claim issues.

Treasurer/Collector: We've been getting quite a few calls regarding the Notice of Taking ad placed last week for the FY19 property tax delinquencies. There is still time to clear up any remaining FY19 balances. Payments can be accepted until 10 am on November 20th, at that time a lien will be placed on any properties that remain unpaid.

Cheryl was out Wednesday to attend the MA Treasurer/Collector Fall Meeting in Sudbury. I attended the Capital Planning meeting Wednesday evening, and the department head meeting Thursday morning.

Assessor: Reports were sent out Tuesday to the DOR following Open Disclosure. Tax Classification Hearing was posted on the town website and Gardner News Tuesday. The hearing

will by November 26 at 6:30 p.m. or shortly thereafter. Prepared for Board of Assessor meeting on Tuesday, with much follow-up work. Reached out to Light, Water & Sewer Departments for a list of liens that will be placed on the 3rd & 4th Quarter tax bills. Attended the department head meeting on Thursday. Also, had a webinar on Thursday with Vadar regarding upcoming actual billing.

Town Clerk: Nothing reported.

Public Works

Highway Department: The DPW employees attended a calibration class for the salt spreaders that was hosted in Templeton. The class was put on by U-Mass Amherst & Baystate Roads. Other surrounding towns attended as well, it was a full class. Pot holes were filled on Barre Road. The trackless was changed from a roadside mower to the snow blower attachment. Many cruisers were in for new tires and had other concerns addressed. Preparation for winter weather continues.

Buildings & Grounds: Mowing and leaf blowing was done at all common areas. Took the salt that was stored @ the Senior center and distributed to town building in preparation for winter weather. Began to remove some fencing at the senior center. Prepared a grave site in Pine Grove. Completed the drain @ scout hall. Assembled shelving units for town hall.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 11/7 – 11/13 PD – 199 Calls for Service, 25 motor vehicle stops, 0 arrest, Police Station Project – After numerous discussions it was decided that we will be requesting an estimate for the new generator based off of a 100kW unit. DBS has been authorization to move forward with the video surveillance security upgrades. Dispatch – 315 Calls (does not include miscellaneous calls). Belltronics has been analyzing our static issue in order to diagnose the problem in addition they will be upgrading the base radios at each console on 11/21.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Attended and supported Karen Chapman of MRPC with the presentation to the Selectmen for the Green Communities grant application at Wednesday meeting; forwarded invitation to “all boards meeting” to Planning Board, Zoning Board, Conservation Commission and Board of Health.

Board of Health: Bed bottom inspection at Lamb City Rd; prepared and mailed renewals for trash haulers; completed certificate of compliance for Winchendon, Lot B for new septic.

Conservation: Provided research assistance for outstanding NOI application for Cook, Lot 10 filed with MassDEP; found that an NOI was not required after site inspection conducted by ConCom; engineer filed with MassDEP prior to finding; prepared documentation for ConCom meeting of November 18, 2019.

Planning Board: Prepared for and attended November 12 meeting; processed documentation for ANR requests for Brooks Rd., Shady Ln. and Gardner Rd; Brooks was approved, Shady was continued to November 26 for clarification and Gardner did not have proper paperwork to process that evening.

ZBA: No actions to report at this time.

Building Department: Building processed four building permits for review by the Commissioner; four wiring permits were completed and sent to the inspector; three gas permits were completed and sent to the inspector; two plumbing permits were completed and sent to the inspector.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: I attended the Council on Aging Board meeting and met with Senior Center staff. Our units met with the Capital Planning Committee. I continued to update the website's Community Calendar, as well as working on the Business Listing. I will be attending the Historical Commission's meeting tonight.

Community TV: Nothing reported.

Library Director: I worked on the library's Capital Project Update and presented it to the Capital Planning Committee. Two Story Hour sessions were held. I attended the Staff meeting. Senior Center: Out of the Office.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
Budget Informational Meeting, Thursday, November 21st @ 6:00 p.m.
Selectmen's Business Meeting ~ Tuesday, November 26, 2019, 6:30 p.m.
Staff Meeting, Wednesday, November 27, 2019, 8:30 a.m.